

20 July 1970

MEMORANDUM FOR: Deputy Director for Support

Bob:

1. In accordance with our conversation, I attempted to locate a copy of the draft death and retiree travel benefit paper which you saw earlier. Unfortunately, it has been destroyed. However, the key points that were included in that paper, as you saw it, dealing with the distinction between our employees and Civil Service employees were as follows:

a. Our Early Retirement Policy. You are well aware that a goodly number of people when age 60 comes around request extensions using the argument that this is not in accord with the Civil Service Retirement law and that it was not our policy when they were hired, thus we have changed the rules and are granting them less than Civil Service Retirement benefits.

b. The Director's Termination Authority under 102(c). Here again it can be argued that our employees are denied the rights accorded normal Civil Service in connection with RIFs and other terminations, such appeal rights being granted them under Veterans' Preference as well as the Lloyd-LaFollette Act both of which permit them to have their appeals heard outside of their agency.

c. The Requirement that Our People Be Willing to Serve Anywhere in the World. Granted this is not 100 per cent true, it is a requirement placed on the vast majority, if not most, of our people.


d. The restrictions which the Agency has determined are necessary which we do place on our people in various fields such as: (1) clearance of speeches and writings; (2) reports of contacts with newspaper people; (3) restrictions

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on marriage to aliens; (4) reporting of association with certain foreign personnel; (5) restrictions on outside activities. A specialist in taxes at IRS can be a university professor or give lectures on that subject. Certainly we would not permit our tax expert to lecture on taxes in an open forum. There are many similar restrictions which are not applicable in other Government agencies.

2. I have not attempted to spell all of the above out in detail since you are well aware of the import of these various points. The sum total would certainly seem to support the argument that our people serve their careers under different conditions than normal Civil Service. In fact, the conditions are all on the negative side insofar as the employee is concerned. He gets less, not more, leaving aside of course the intangibles of job satisfaction, etc.

25X1A



Deputy General Counsel

NOV 1977

Requesting

DD/A Registry

File 04-M-8

J

Delegation of Authority

*To be brought forward
each year until the
delegations appearing in
these memos appear in
an Agency Regulation
MRS*

100/S 67-1435

Executive Registry

67-116/4

SECRET

28 MAR 1967

MEMORANDUM FOR: Deputy Director for Intelligence
Deputy Director for Plans
Acting Deputy Director for Science and Technology
Deputy Director for Support

SUBJECT : Approval Authorities

1. The Office of Finance has prepared, and I am transmitting herewith, a brief reference regarding approval authorities as they relate to financial transactions in your Directorate.
2. It is not intended that this be all inclusive, but it will provide a ready reference with regard to the types of financial transactions which must come to you for approval as well as the limitations above which a proposal must be processed to the Director's office for approval.

[Redacted Signature]

25X1A

L. K. White
Executive Director-Comptroller

Attachment

SPA/DDS:HM (22 Mar 67)

Distribution:

- Orig - DD/I w/att
- 1 - DD/P w/att
- 1 - ADD/S&T w/att
- ✓ 1 - DD/S Subject w/att
- 1 - ER w/att
- 1 - D/Fin w/att
- 1 - Feedback cy w/background

WV 56

100/S



WV 52 10 58 AM '67


Mar 25 10 26 AM '67



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FINANCIAL
APPROVAL AUTHORITIES

DEPUTY DIRECTOR FOR SUPPORT

<u>Description</u>	<u>Reference</u>	<u>Delegated to</u>
1. R&D activities except: a. Significant new policy consideration regardless of financial magnitude b. Proposed new project in excess of \$150,000 in current fiscal year c. Amendment raising total more than \$100,000 above level in R&D program	Memo from DDCI, dated 23 Dec. 1963, (ER63-8812/1)	
2. Activities other than R&D for Support Directorate, except: a. Significant new policy consideration regardless of financial magnitude b. New activities in excess of \$100,000 c. New construction or real estate purchases in excess of \$25,000 d. Reprogramming of funds in DD/S offices in excess of 10% of an Office allotment	Memo from DD/S, 29 July 1965, approved by Exec. Dir.-Compt. 10 Aug. 1965 (ER65-4329)	
3. Authority to delegate except when prohibited from so doing		25X1A
4. In absence of specific authority, takes final action on matters arising from Agency's unusual functions not in excess of \$2,500		25X1A

Description	Reference	Delegated to
5. Erroneous payments - determine action when operational or security factors preclude collection, over \$1,000 through \$5,000		25X1A
6. Accounts other than erroneous payments: Final approval of all other accounts (exceptions are accounts of Clandestine Services operational personnel, for other than physical loss or deficiency of funds less than \$500, to be written-off for operational or security reasons by DD/P) after referral to D/Finance over \$1,000 through \$5,000		
7. Settlement of special claims for reimbursement for personal taxes occasioned by Agency requirements, subject to (a) prior review and comment of the Special Contracting Officer, O/Personnel, based on special provision in contract, and (b) review and concurrence of the General Counsel		
8. Use of profits accrued from operation of recreational activities or assets of a terminated activity for any purpose related to the general welfare and morale of Agency personnel		
9. Issuance of executive furnishings when justified by operational necessity		
10. Waiver of replacement standards for disposal of vehicles due to operational requirements		

Description	Reference	Delegated to
11. Settlement of cases involving damage or loss of Agency-controlled property over \$3,500 or if there is a dissenting vote in Hqs. Board of Survey action under \$3,500		25X1A
12. Claims for lost or damaged personal property over \$3,500 through \$6,500, statutory limitation		
13. Building alterations when operationally necessary and without regard to source of funds involved		
14. Project Administrative Plans		
<u>AUTHORITY DELEGATED TO OTHERS:</u>		
1. Approving Officer		Senior personnel subordinate to him by DD/S or single senior subordinate  para. 25X1A 67a(2))
2. Requisitioning authority for printing and reproduction services		Designate specific individuals and alternates in writing to D/Logostics
3. Long distance calls to overseas points		Operating Officials only
4. R&D activities		1. All authority to the Ass't Deputy Director 2. Not in excess of \$50,000 in current fiscal year to Operating Officials (Memo from DDCI, 23 Dec. 1963, (ER 63-8812/1))

Approved For Release 2001/04/05 : CIA-RDP81-00261R000600030008-9

TRANSMISSION SLIP		DATE
TO: Deputy Director for Support		
ROOM NO. 7D18	BUILDING HQ	
REMARKS:		
FROM: Executive Director-Comptroller		
ROOM NO. 7D59	BUILDING HQ	EXTENSION 6767
FORM NO. 241 1 FEB 55		

Approved For Release 2001/04/05 : CIA-RDP81-00261R000600030008-9

REPLACES FORM 36-8
WHICH MAY BE USED.

☆ GPO : 1957-O-439445

(47)

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Approved For Release 2001/04/05 : CIA-RDP81-00261R000600030008-9

Annex

Research and Development
Project Approval Request

I. Identification

Under what category of Agency Program Activity will project be undertaken; by what component; included in financial plan and at what level; if not what prompted initiation now; any internal designation?

II. Objectives

What is requirement for this effort, what will be resulting product, how will it be used, what is advancement over existing capabilities?

III. Background

Substantive and/or operational justification, previous or existing means of meeting problem pertinent operational experience.

IV. Technical Specifications

Technical data as applicable and in sufficient detail to permit reasonable evaluation by qualified staff elements within the requesting component, but at the same time this section should not incorporate full specifications as might be worked up by the contractor.

V. Contractor & Financial Arrangements

Name of firm; others considered; reason for choice; cost; duration; guidance from Headquarters, etc.

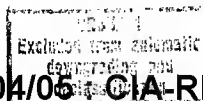
VI. Coordination

Within the Agency; with other Governmental departments; with academic or business institutions as appropriate.

VII. Security

Within the Agency; within the contracting firm or institution; other aspects.

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Approved For Release 2001/04/05 : CIA-RDP81-00261R000600030008-9

DD/S 67-1489

SECRET

24 MAR 1967

MEMORANDUM FOR: Executive Director-Comptroller

SUBJECT : Approval Authorities

REFERENCES : (a) Memo for DD/S from LKW, dtd 18 Oct 66
(b) Memo for Exec Dir-Compt from DD/S, dtd
2 Nov 66, same subj

1. This memorandum recommends action on the part of the Executive Director-Comptroller; this recommendation is contained in paragraph 4.

2. You recently reviewed financial approval authority schedules which we had prepared in accordance with the referent memoranda and asked that we give consideration to the proper dissemination of these schedules. The financial approval authority of the Director is, of course, all inclusive and in our Headquarters Regulations all of this authority has been delegated to the Deputy Director. As "Chief of Staff" of the Agency you have authority to act for or in the absence of the Director or the Deputy Director in exercising directive and approval authority. The approval authority of these three positions is shown in one schedule, and we have prepared for your signature separate memoranda transmitting a copy of this schedule to the Director and the Deputy Director with the thought that they might want to review the financial authorities which have been delegated below the level of the Executive Director-Comptroller. We are also attaching a copy of this schedule for your retention. In addition, we have prepared for your signature a memorandum transmitting to each Deputy Director a schedule relating to his financial approval authority within his Directorate.

3. We have determined that to extend these approval authority schedules to other than financial transactions would be a time-consuming task which would, in fact, not be worth the effort. The task would involve making excerpts from Regulations, Handbooks, various Office Instructions, and inter-office memoranda and would enlarge the attached schedules to the point that their use would probably be impractical.

GROUP 1
Excluded from automatic
downgrading and
declassification

-4-

4. We recommend that you sign the transmittal memoranda to Mr. Helms, Admiral Taylor and the Deputy Directors.

SIGNED R. L. Bannerman
R. L. Bannerman
Deputy Director
for Support

4 Atts:

1. Proposed Memo to the Director
2. Proposed Memo to the Deputy Director
3. Proposed Memo to the DD/I, DD/P, DD/S&T and DD/S
4. Financial Approval Authorities - Director, Deputy Director and Executive Director-Comptroller

SPA/DDS:HM:sm (22 Mar 67)

Distribution:

Orig - Adse w/Orig & 3 cys of DD/S 67-1508, orig & 3 cys of DD/S 67-1509,
and Orig & 5 cys of DD/S 67-1435

1 - ER

1 - D/Fin

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DD/S 67-1508

Executive Registry

67-116/2

MEMORANDUM FOR: Director of Central Intelligence

SUBJECT : Financial Approval Authorities

1. This memorandum is for your information only.
2. The Office of Finance has prepared, and I am transmitting herewith, a brief reference regarding financial approval authorities as they apply to the Director, the Deputy Director and the Executive Director-Comptroller. It is not intended that this schedule be all inclusive, but it is a ready reference with regard to the financial approval authorities which have been delegated below the level of the Director and the Deputy Director.
3. Each of the Directorates has received a similar schedule relative to financial approval authorities of that Deputy Director within his own Directorate.

L. K. White

Executive Director-Comptroller

Attachment

SPA/DDS:HM:sm (23 Mar 67)

Distribution:

Orig - Adse w/att

1 - ER

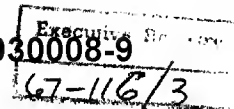
1 - D/Fin

✓ 1 - DD/S Subject

1 - Holdback cy (SPA)

*Will not
be signed*

*12 Mar 67
11:58 AM*



DD/S 67-1509

28 MAR 1967

MEMORANDUM FOR: Deputy Director of Central Intelligence
SUBJECT : Financial Approval Authorities

1. This memorandum is for your information only.
2. The Office of Finance has prepared, and I am transmitting herewith, a brief reference regarding financial approval authorities as they apply to the Director, the Deputy Director and the Executive Director-Comptroller. It is not intended that this schedule be all inclusive, but it is a ready reference with regard to the financial approval authorities which have been delegated below the level of the Director and the Deputy Director.
3. Each of the Directorates has received a similar schedule relative to financial approval authorities of that Deputy Director within his own Directorate.

/s/ L. K. White

L. K. White
Executive Director-Comptroller

Attachment

SPA/DDS:HM:sm (23 Mar 67)

Distribution:

Orig - Adse w/att

1 - ER

1 - D/Fin

✓ 1 - DD/S Subject

1 - Holdback cy (SPA)

12 MAR 1967
1 05 AM

Approved For Release 2001/04/05 : CIA-RDP81-00261R000600030008-9

Executive Registry

28 MAR 1967

67-116/4

MEMORANDUM FOR: Deputy Director for Intelligence
 Deputy Director for Plans
 Acting Deputy Director for Science and Technology
 Deputy Director for Support

SUBJECT : Approval Authorities

1. The Office of Finance has prepared, and I am transmitting herewith, a brief reference regarding approval authorities as they relate to financial transactions in your Directorate.

2. It is not intended that this be all inclusive, but it will provide a ready reference with regard to the types of financial transactions which must come to you for approval as well as the limitations above which a proposal must be processed to the Director's office for approval.

/s/ L. K. White

L. K. White
 Executive Director - Comptroller

100/HQ 241 95 MW

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Approved For Release 2001/04/05 : CIA-RDP81-00261R000600030008-9

Approved For Release 2001/04/05 : CIA-RDP81-00261R000600030008-9

TRANSMITTAL SLIP		DATE
TO: Mr. Barnes ^B via Mr. Warfield via		
ROOM NO.	BUILDING	
		25X1A
REMARKS:		
<p>Recommend your signature.</p> <p> HM</p>		
FROM:		
ROOM NO.	BUILDING	EXTENSION

FORM NO. 36-8
1 FEB 55 241

REPLACES FORM 36-8
WHICH MAY BE USED.

☆ GPO : 1957-O-439445 (47)

Approved For Release 2001/04/05 : CIA-RDP81-00261R000600030008-9

DD/S 66-5598

2 NOV 1966

MEMORANDUM FOR: Executive Director-Comptroller**SUBJECT : Approval Authorities****REFERENCE : Memo for DD/S from L. K. White, dtd 18 Oct 66**

1. This memorandum is for your information only.
2. In your memorandum of 18 October 1966 you request my reaction to a suggestion that Agency officers have a ready reference on approval authorities.
3. I agree that an enumeration of the authorities at the Deputy Director and Director level and the extent to which such authorities may be delegated is desirable.
4. I will have approval authorities and delegations of such authorities reviewed and will prepare memoranda relative thereto for the Director, the Deputy Director, the Executive Director-Comptroller and the Deputies.

/s/
R. L. Bannerman
Deputy Director
for Support

Handwritten note:

"OK
/s/LKW"